

PART –TIME CUSTODIAN

NATURE OF WORK

This is custodial work in the care and maintenance of the public buildings.

Work involves responsibility for the efficient performance of a variety of building cleaning and housekeeping duties. Work is generally performed in accordance with established procedures, but specific instructions may be given for special projects. Employees of this class are also expected to do minor repairs and be responsible for the maintenance of equipment and machines used. Work may involve contact with and observation by the public. Work is subject to inspection by a supervisor for maintenance of established standards of cleanliness and compliance with instructions.

ILLUSTRATIVE EXAMPLES OF WORK

Sweeps, mops, waxes, and polishes floors; washes walls, woodwork, and windows; cleans and polishes metal, wood, and porcelain; vacuums and cleans carpets; empties trash; dusts office areas; cleans and disinfects counter tops and keypads (telephones, calculators, door knobs / pads).

Cleans restrooms and break areas; replenishes supplies; changes light bulbs; reports hazards.

Schedules time, assigns jobs, and explains duties to temporary workers.

Performs painting and minor repairs; performs minor routine preventive maintenance activities on equipment.

Orders supplies as needed. Delivers and picks up supplies.

Performs related work as required and other duties as assigned.

REQUIREMENTS OF WORK

Graduation from high school, experience in building cleaning or related work; or any equivalent combination of training and experience that provides the following knowledge, abilities, and skills:

Knowledge of cleaning methods, materials and equipment.

Ability to understand and follow oral and written instructions.

Ability to exercise care in the use of cleaning materials for different types of building surfaces.

Ability to establish and maintain effective working relationships with fellow employees, supervisors, facility users, and other persons contacted during the course of the work.

Physical strength sufficient to perform manual tasks and lift heavy objects.

Skill in the operation and care of vacuum cleaners, scrubbing machines, polishing machines, and other janitorial equipment.

NECESSARY SPECIAL REQUIREMENTS

Valid driver's license